METROPOLITAN ST. LOUIS SEWER DISTRICT

PRISM USER MANUAL

DESIGN PROJECTS

Revised November 16, 2015

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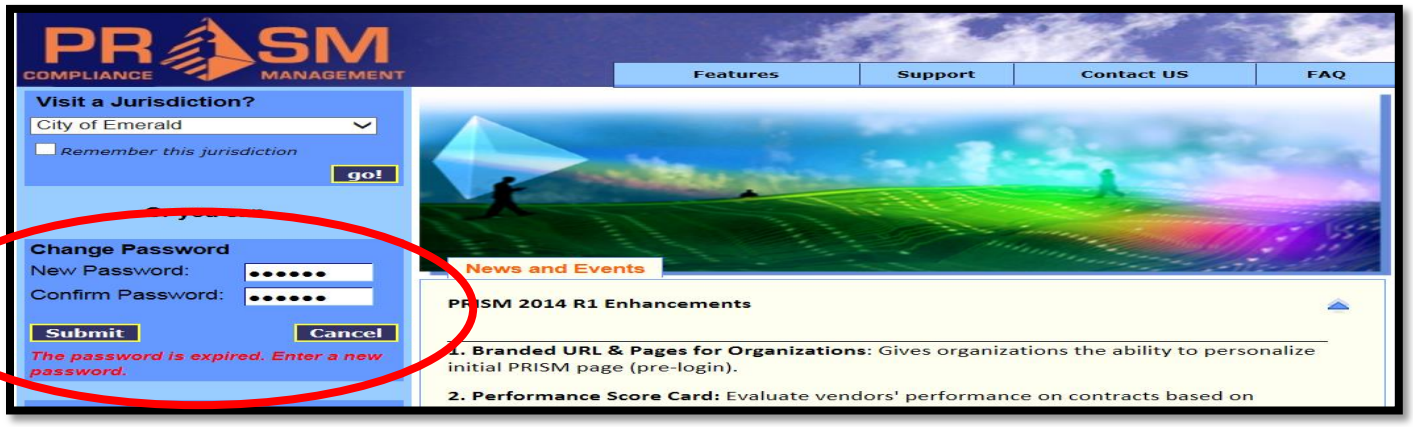
Logging into PRISM for the First Time

To access the PRISM Portal, please visit www.pro.prismcompliance.com. As a new user, you will need to log into the system by following these steps:

1. For the User ID, enter your MSD Vendor Number.
    a. This number will be provided to you by MSD.
    b. This number will continue to be the primary account's User ID.
2. For the Password, enter your MSD Vendor Number again and click **Go!**
    a. You will only complete this step once since you will be changing the password in the next step.

3. You will now be prompted to change your password from the temporary password to a password of your choosing.
    a. The screen may look like it has not changed, but see the below screen shot.
    b. You will enter your new password once and then again as confirmation. The password must be at least 8 characters in length and must include letters and numbers.
    c. Press **Go!** You will be directed to the Dashboard for your company.

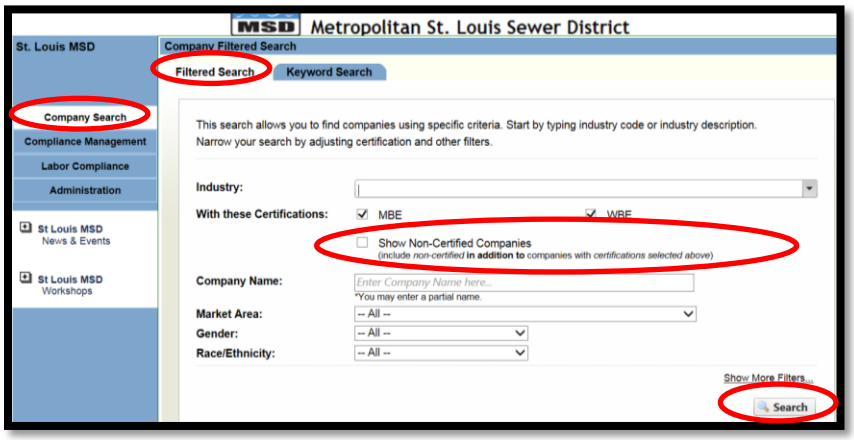


****Please Note:** When logging into the system, you only have 3 chances to attempt logging in before the system locks your account. If you are unsuccessful after your second password attempt, please click the "Need Logon Help?" link, and you will receive an e-mail allowing you to reset your password.

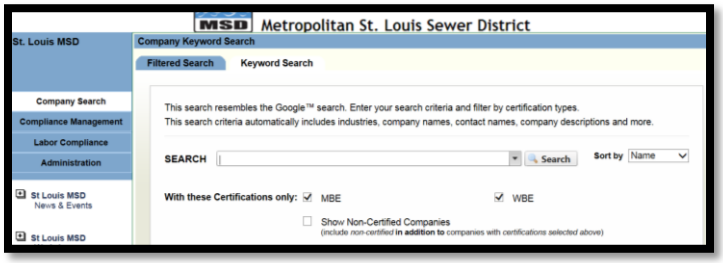
Introduction – The PRISM Modules

PRISM houses four distinct modules: Company Search, Compliance Management, Labor Compliance, and Administration. Please read the following to gain a better understanding of the functionalities of each module.

1. Company Search
    a. The **Company Search** module allows you to find companies using specific criteria.
    b. On the **Filtered** Search tab of the **Company Search** module, you can search for companies based on Industry, Certification Type, Company Name, Market Area, Gender, and Race/Ethnicity.
    c. **PLEASE NOTE**: The only companies listed in PRISM are companies that MSD has listed as vendors in our Main Enterprise System. We request that you still utilize the Certifying Agency lists when searching for qualified M/WBEs. Those agency listings will have the most complete, up-to-date data.
    d. A helpful function for the **Filtered Search** is the verification of Non-Certified companies. MSD is collecting the company information for Non-M/WBE subcontractors from the Prime Contractors so that we may enter those companies into PRISM. As you identify the Non-M/WBE subcontractors listed on your projects, you can utilize the **Filtered Search** to verify whether or not MSD has that company on file. If you locate the company in PRISM, there is no need to request the New Supplier Form and W9 from that company. Please remember to click the **Show Non-Certified Companies** checkbox when searching for Non-M/WBE subcontractors.



    e. The **Keyword Search** tab resembles the Google™ search. Enter your search criteria and filter by certification types. This search criterion automatically includes industries, company names, company descriptions, and more.



2. Compliance Management
    a. In the **Compliance Management** module, you can list all of your contracts/projects (active and closed) or you can search for specific contracts/projects. An enhancement request has been submitted requesting a way to separate the active from the closed projects.

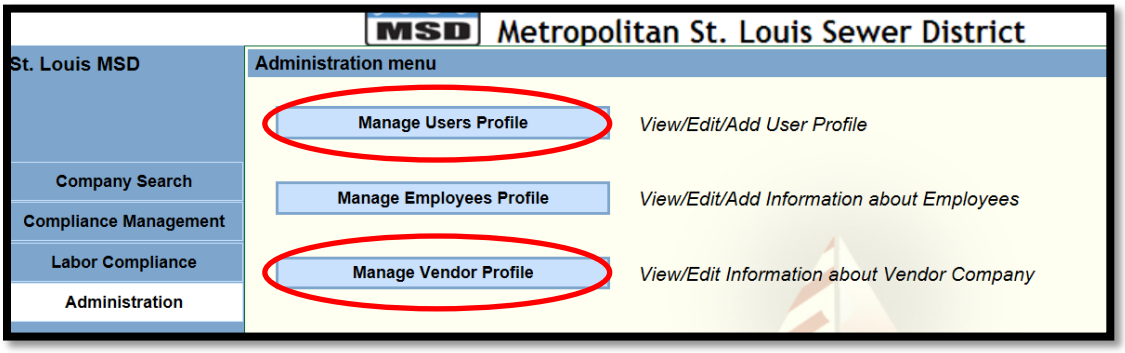
Metropolitan St. Louis Sewer District
St. Louis MSD
Compliance Menu
List All Contracts/Task Orders
List all of your contracts/task orders and your "Role" on the contract/task order.
Hint: Only contracts/task orders you are part of (prime, sub) will be listed.
Company Search
Compliance Management
Labor Compliance
Search for Contracts/Task Orders
Search for contracts/task orders by Contract/Task Order Name or Contract/Task Order Number.
Hint: use "%" to do perform wildcard searches.

    b. Please note the orange hat next to the contracts. These hats appear when a contract is assigned workforce requirements. Contracts marked with this orange hat will require the submission of quarterly workforce reports.

    c. After you click to choose the desired contract, you are able to list past payments to your subcontractors or report payments to subcontractors (Involvement Reporting).

3. Labor Compliance
    i. In the Labor Compliance Module, you will Manage Workforce Reports.
    ii. Design Contracts do not require employee information or certified payroll submission; therefore, please disregard the other two options.

4. Administration
    a. In the Administration module, you can perform the following tasks:
        i. Manage User Profiles
        ii. Manage Vendor Profile
        iii. Once again, Design Contracts do not require employee information. Please disregard this option.

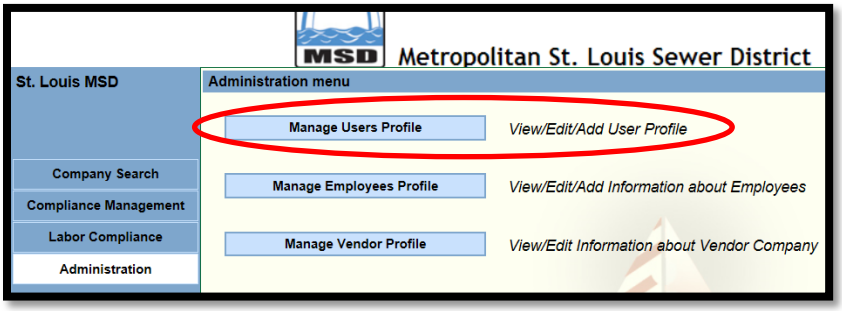


Managing User Profiles

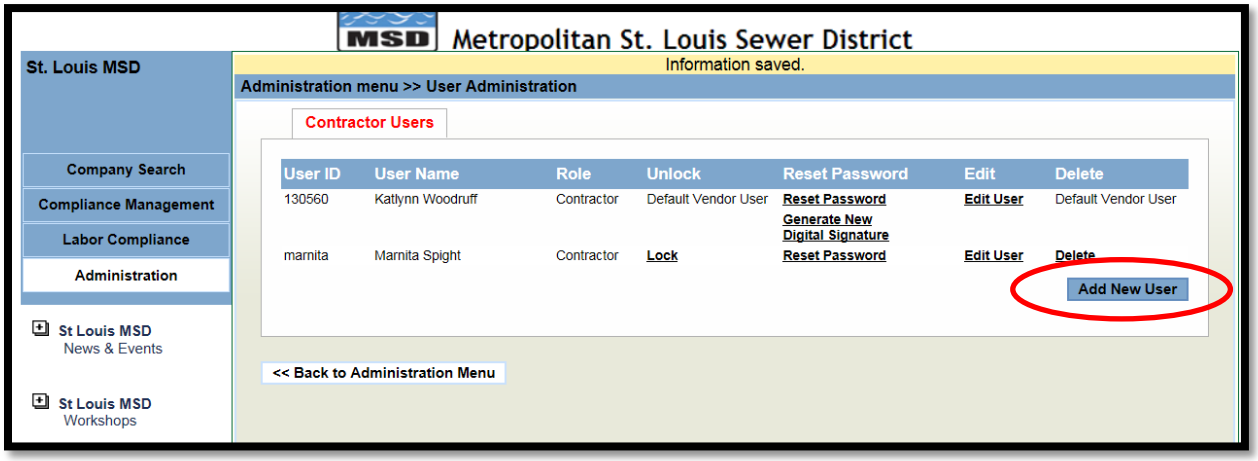
As a contractor, you may have more than one person utilizing the PRISM software system. PRISM allows up to 5 user profiles to fit those needs. To add a new user, please complete the following steps:

1. Click the **Administration** tab.

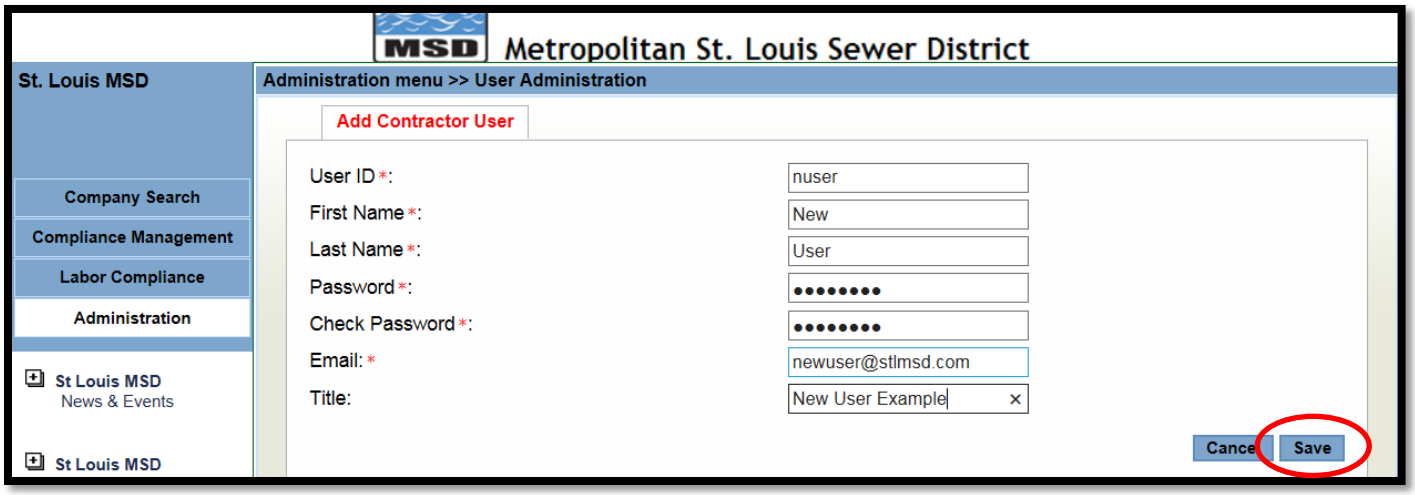
2. Click the **Manage User Profiles** button.



3. Click the **Add New User** button.



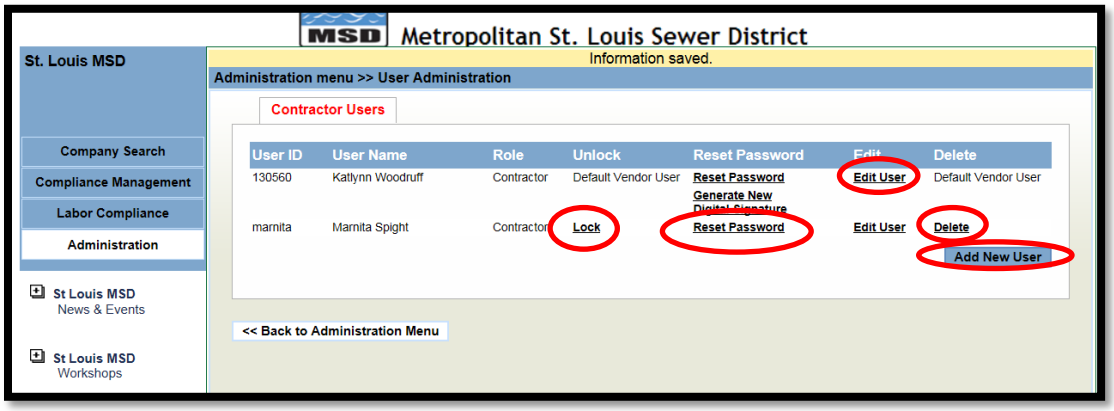
4. Fill in all information as required on the **Add Contractor User** tab and press **Save**.
    a. Unlike the primary account's User ID, these User IDs can be anything you want; for example, the first name initial and last name spelled out.
    b. The password must be at least 8 characters in length and must include letters and numbers.
    c. Please ensure the e-mail address is correct so that this user may receive all notifications.



Responsibilities of the Primary (Default) Account Holder

Whoever is assigned the Primary/Default vendor login account has the following responsibilities within the PRISM software:

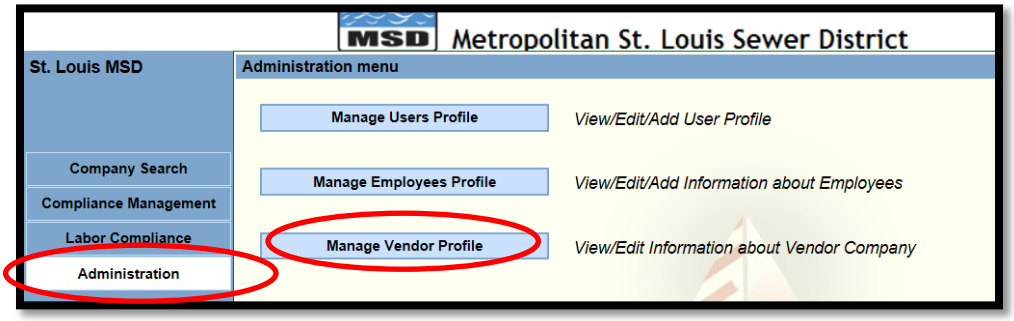
1. Add New Users
2. Lock/Unlock Users
    a. Locking a user prevents that user from logging into the PRISM system. Locking a user is at the discretion of the contractor.
    b. Unlocking a user allows a user, who submitted 3 failed password attempts, to log into the PRISM system once more. When unlocking a user, it is wise to reset their password at the same time.
3. Edit Users
4. Reset Password
    a. When you click the **Reset Password** button, an e-mail is sent to the user providing them with a new temporary password. After logging in under the temporary password, the user will be prompted to change their password.
5. Delete a User
    a. You are able to delete users. PRISM will ask you to confirm before the deletion is complete.



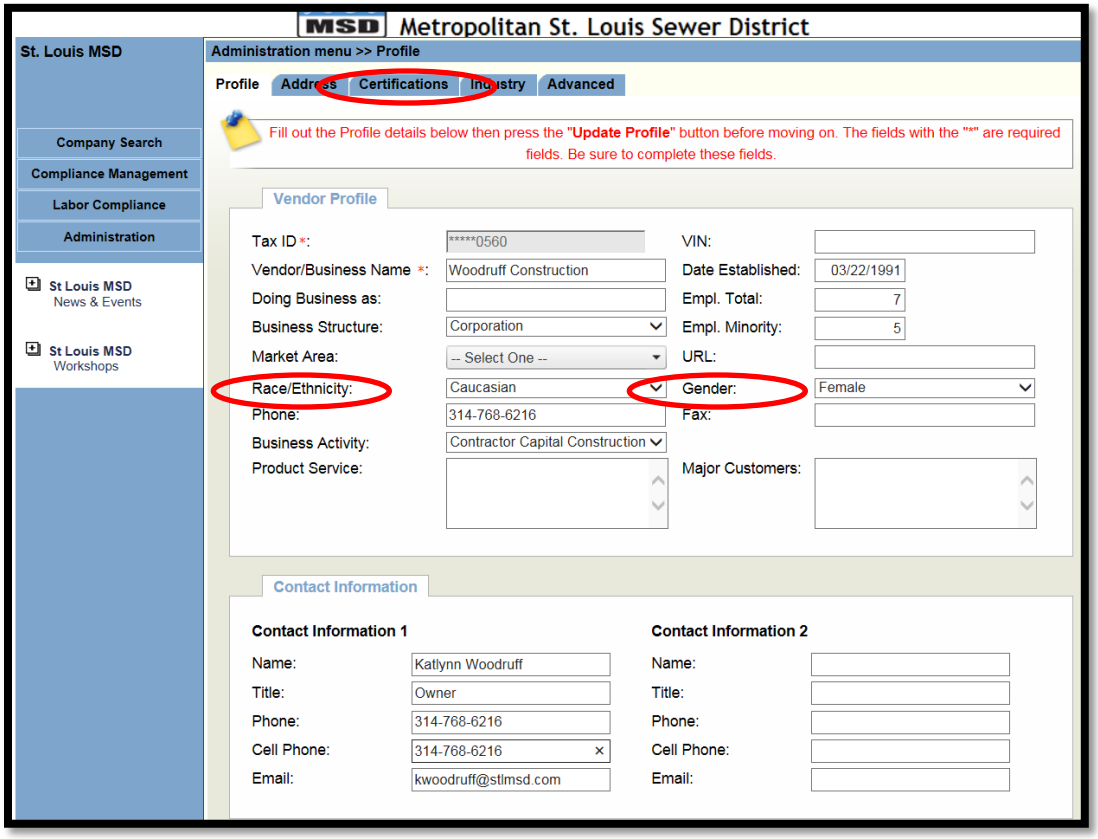
Modifying Your Company Profile Information

If you would like to make changes to your PRISM Vendor Profile, please complete the following:

1. Under the **Administration** Module, click the **Manage Vendor Profile** button.



2. You may change any information under your profile aside from the Tax ID (We use the MSD Vendor Number).
    a. Please ensure the Ethnicity and Gender fields are complete for your firm.
    b. When updating **Address** information, please remember that only the Diversity Division of MSD will be accessing this software. If your company has a change of address, simply updating PRISM will not notify the remaining departments of MSD.
    c. Please review the **Certifications** tab to verify your company's M/WBE certification information, if applicable. Please contact Katlynn Woodruff if any corrections are necessary.

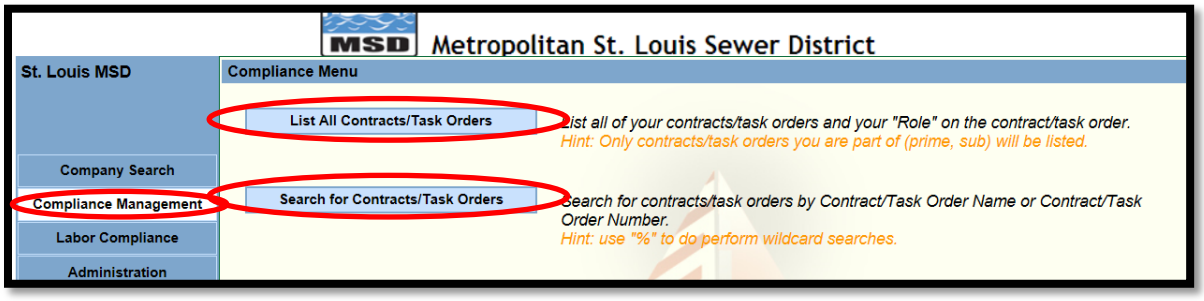


****Final Reminder**: PRISM's Vendor Profile is for the use of the Diversity Division only. Other departments within the Metropolitan Sewer District will not be accessing this information. Updating PRISM will not change the address for any future checks, purchase orders, or bid solicitation documents.

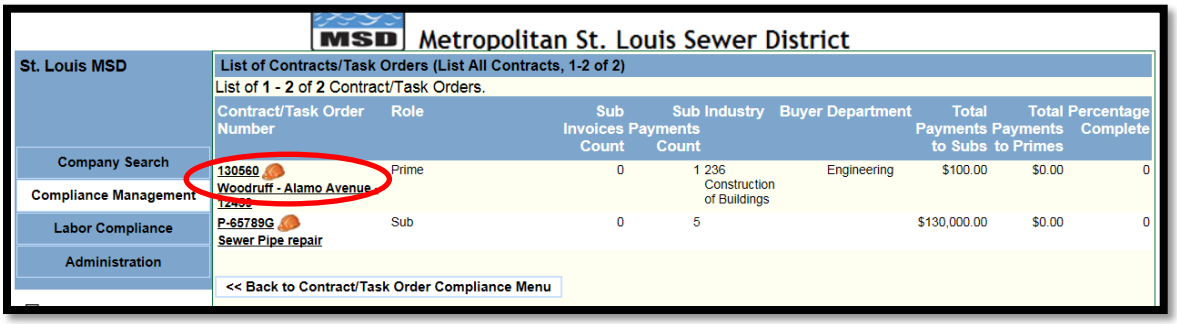
Submitting Prime Payments to Subs (Involvement Reporting)

By the tenth calendar day of each month, MSD requires all Prime Contractors to report the payments made to their subcontractors in the previous month even if no payments were made. To complete your monthly involvement report, please do the following:

1. In the **Compliance Management** module, you will need to locate the contract for which you would like to submit an involvement report.
    a. You may click the **List All Contracts/Task Orders** button to view all of your contracts (active and closed).
    b. Or you may click the **Search for Contracts/Task Orders** button to search for your contract by contract number or project number.


MSD
Metropolitan St. Louis Sewer District
St. Louis MSD
Compliance Menu
List All Contracts/Task Orders
List all of your contracts/task orders and your "Role" on the contract/task order.
Hint: Only contracts/task orders you are part of (prime, sub) will be listed.
Company Search
Compliance Management
Search for Contracts/Task Orders
Search for contracts/task orders by Contract/Task Order Name or Contract/Task Order Number.
Hint: use "%" to do perform wildcard searches.
Labor Compliance
Administration

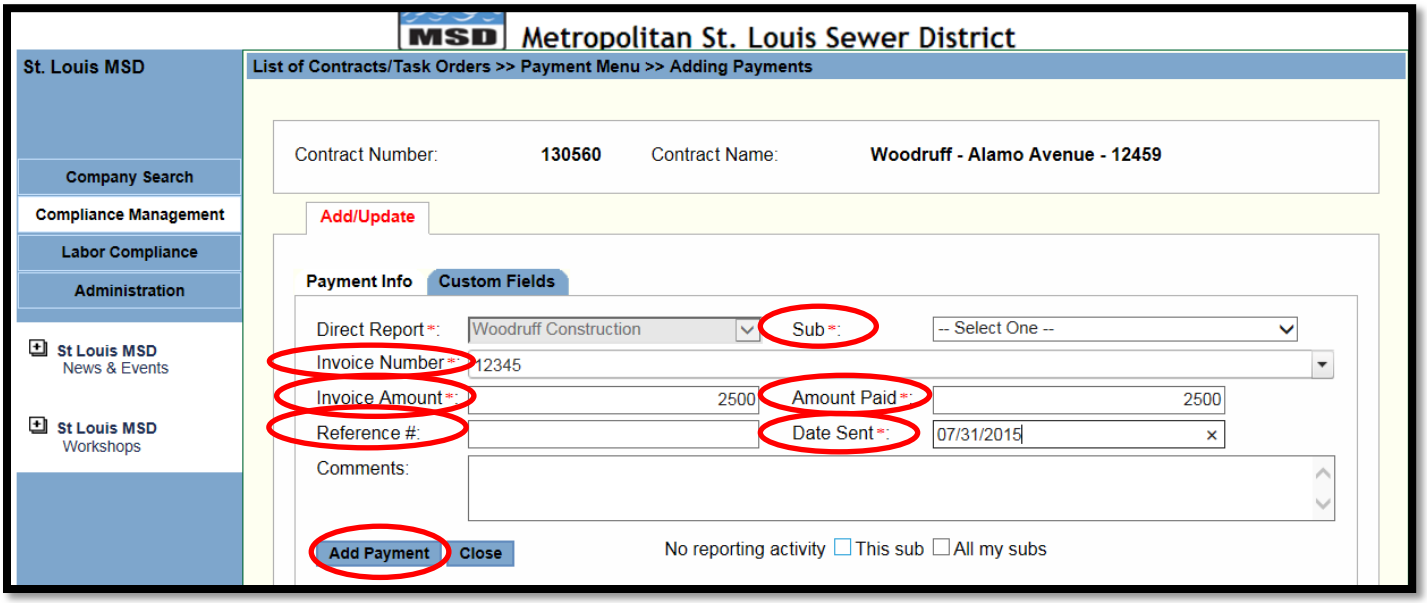
2. Locate and select the contract for which you are submitting a report.



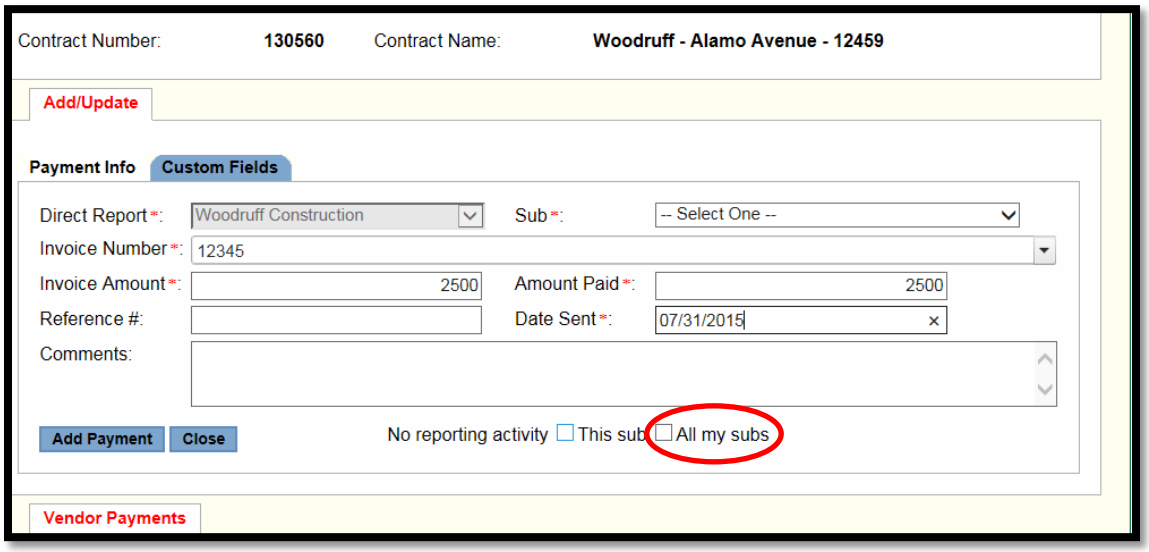
Please Note: PRISM identifies projects by the **Contract Number**. This number is different from the **Project Number** that most contractors use for MSD projects. In the example below, the **Contract Number** is the number highlighted in yellow – 20280. The **Project Number** is listed after the Project Name and in parentheses – 11663. You are able to search by **Project Number** or **Contract Number**. If you have any questions regarding this information, please contact Katlynn Woodruff.

3. You can view your previous payments to your subcontractors by clicking the **Prime Contractors Payments Only to Subs** button under the **List Activity** heading.
4. To add an involvement report, click the **Prime Contractor Payments to Subs** button under the **Add Activity** heading.

5. You are now in the involvement reporting screen. You will need to report on each of the subcontractors assigned to your contract regardless of whether payments to that subcontractor were made or not.
    a. Select the sub for which you are reporting.
    b. **Invoice Number** = MSD Project # - The Numerical Order Invoice #. For example, if you are submitting your third invoice to MSD on project #12345 – you will enter "12345-3" for the **Invoice Number**. Your next report will then be for **Invoice Number** "12345-4."
    c. **Invoice Amount** and **Amount Paid** = The <u>actual</u> amount you paid to the subcontractor for the reporting period.
    d. **Reference #** = the amount you are invoicing MSD for that period. You will need to format this field as currency. For Example, if you are invoicing MSD for $300, enter **$300.00** in this field.
    e. **Date Sent =** The period-end-date for which you are reporting. For instance, enter 09/30/2015 if you are reporting payments made to subcontractors in the month of September, 2015.
    f. Check your entries and then click **Add Payment**. This payment will then show on the list below the Add/Update tab under Vendor Payments.



6. Please note the **No Reporting Activity** check box below.
    a. If you are invoicing MSD for that period, you must submit an involvement report for each subcontractor – even if no payments were made to that subcontractor within the reporting period. You will simply complete the steps under #5 on the previous page, but enter zero for the **Invoice Amount** and **Amount Paid.** When your invoice is being approved by MSD for payment, the approving authority must be able to identify that an Involvement Report was submitted.
    b. If you are not invoicing MSD in that reporting period, you may submit a **No Activity Report** by performing the following steps:
        i. In the **Add/Update** screen, you will simple click the **No Reporting Activity** checkbox for **All my Subs**. Then click **Add Payment**.



        ii. These **No Activity Reports** are identified by their **Invoice #**, which begins with **NAR** (No Activity Report).
            1. You may find it helpful to click **Edit** for these No Activity Reports and enter a quick explanation in the **Reference #** field. In the example below, I edited the entry to say that Woodruff Construction did not submit an invoice to MSD for this reporting period.

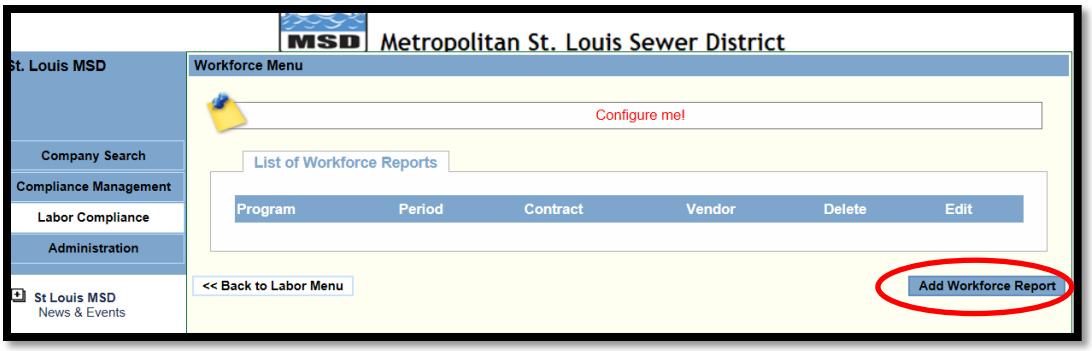
****Please Note**: For all active contracts, reminders will be sent out to the contractor and MSD when a monthly involvement report has not been submitted by the 10th calendar day of each month. Failure to submit involvement reports on time may lead to a delay in payment from MSD.

Manually Submitting Quarterly Workforce Utilization Reports

Quarterly Workforce Utilization Reports are required for each contract awarded that exceeds $500,000. These reports identify the number of people per job category, ethnicity, and gender.

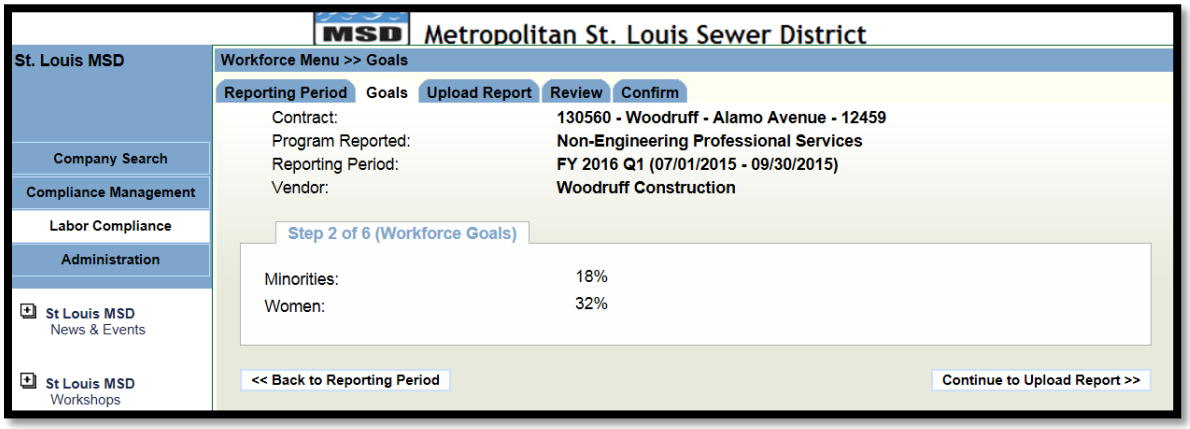
1. In the Labor Compliance Module, you will click the **Manage Workforce Reports** button.

2. Please click the **Add Workforce Report** button.

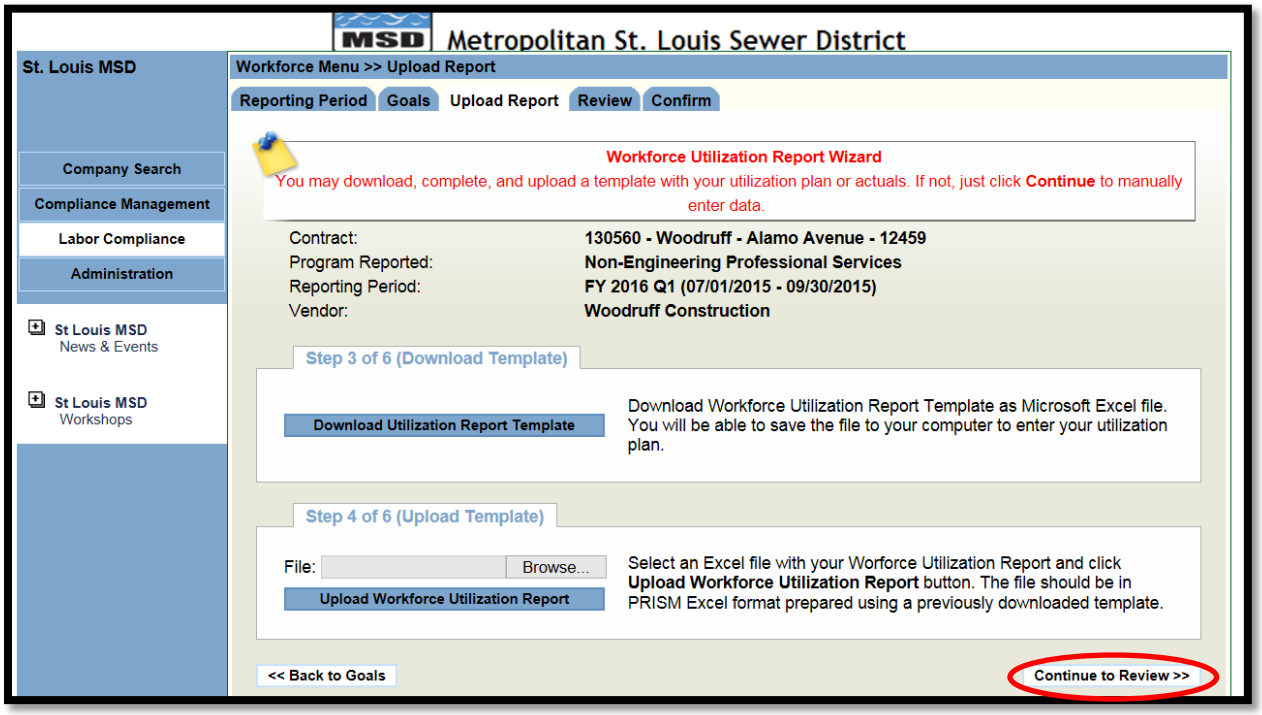


3. On the **Reporting Period** tab, you will enter the contract information for which you are reporting. Even if you are including subcontractor numbers, you will report those along with your numbers under the PRIME vendor. When finished, click the **Continue to Goals** button.

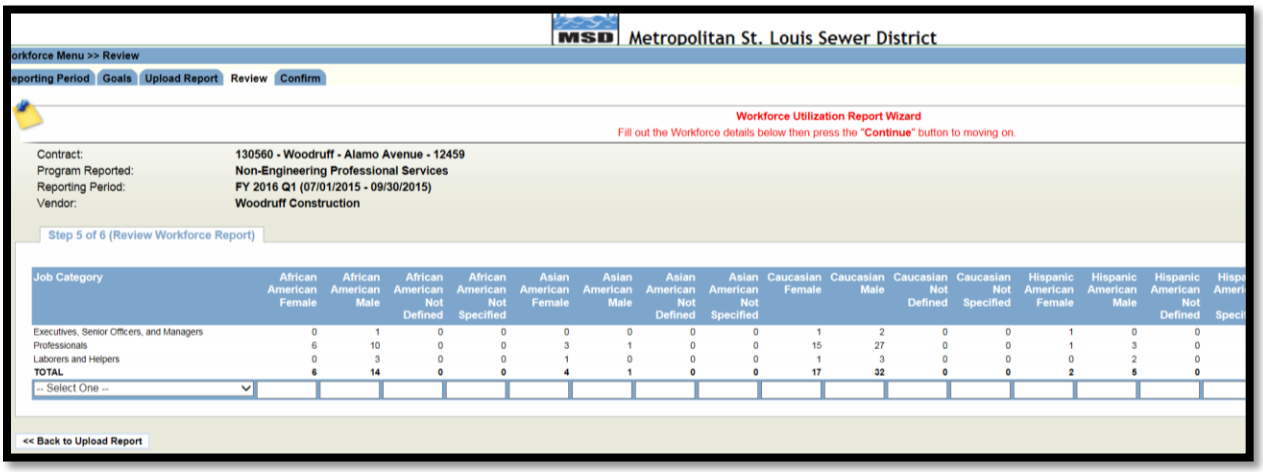
4. You will not perform any functions on the **Goals** tab. Simply click the **Continue to Upload Report** button.

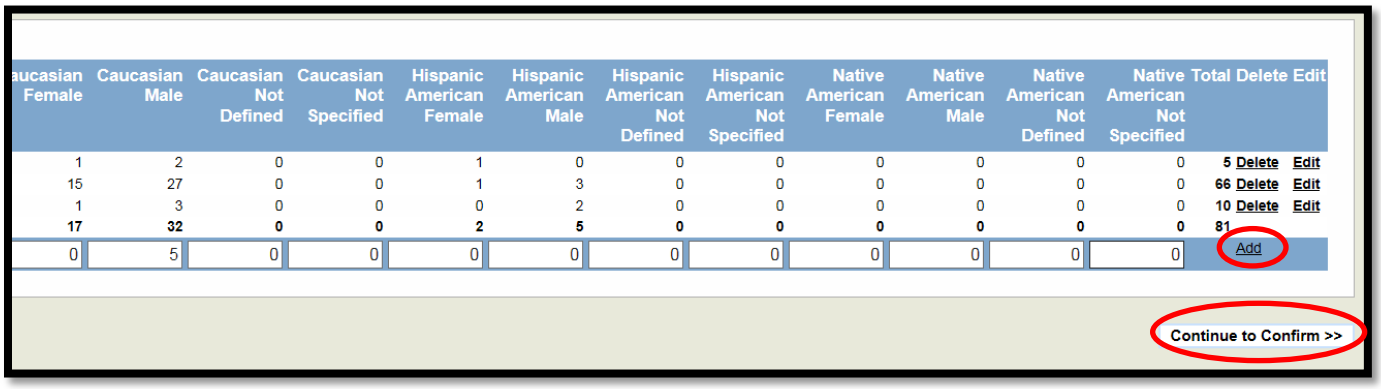


5. In order to manually submit your workforce report, you will simply skip this page by click the **Continue to Review** button.

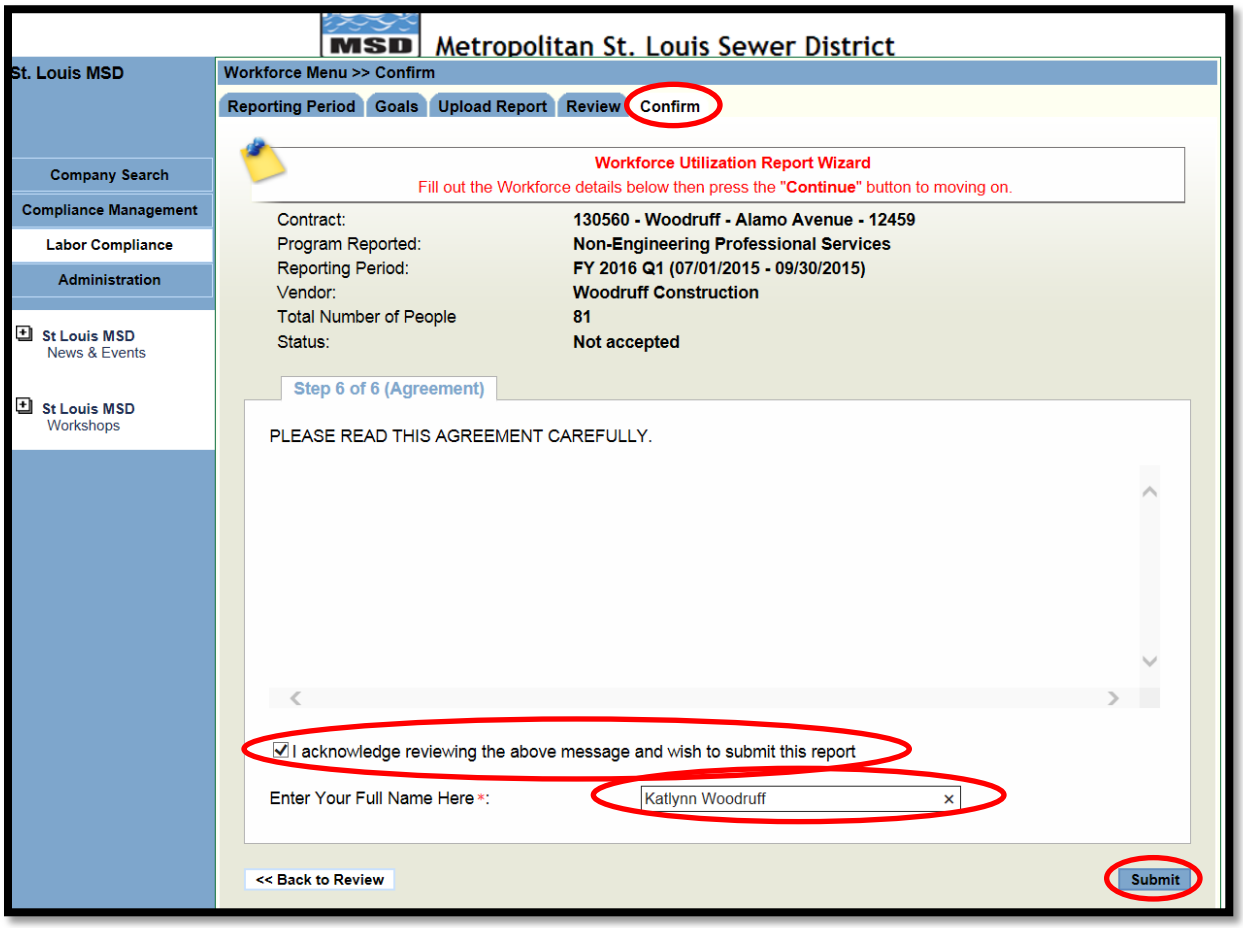

Metropolitan St. Louis Sewer District
St. Louis MSD
Workforce Menu >> Upload Report
Reporting Period
Goals
Upload Report
Review
Confirm
Workforce Utilization Report Wizard
You may download, complete, and upload a template with your utilization plan or actuals. If not, just click Continue to manually enter data.
Contract:
130560 - Woodruff - Alamo Avenue - 12459
Program Reported:
Non-Engineering Professional Services
Reporting Period:
FY 2016 Q1 (07/01/2015 - 09/30/2015)
Vendor:
Woodruff Construction
Company Search
Compliance Management
Labor Compliance
Administration
St Louis MSD
News & Events
St Louis MSD
Workshops
Step 3 of 6 (Download Template)
Download Utilization Report Template
Download Workforce Utilization Report Template as Microsoft Excel file. You will be able to save the file to your computer to enter your utilization plan.
Step 4 of 6 (Upload Template)
File:
Browse...
Upload Workforce Utilization Report
Select an Excel file with your Worforce Utilization Report and click Upload Workforce Utilization Report button. The file should be in PRISM Excel format prepared using a previously downloaded template.
<< Back to Goals
Continue to Review >>

6. On the **Review** tab, you will manually enter your Workforce numbers.
    a. Under **Job Category**, choose the applicable job category for which you are reporting.
    b. Under each **Ethnicity/Gender** heading, enter the number of workers that meet that job category and Ethnicity/Gender.
    c. **Note: You do have to enter zeros. PRISM will not recognize blank fields.
    d. Continue entering your numbers across the screen until the end of the row. You will then click the "**Add**" link.
    e. Continue adding rows for each job category for which you are reporting until you have completed the utilization report. Then click the **Continue to Confirm** button.


Metropolitan St. Louis Sewer District
orkforce Menu >> Review
eporting Period
Goals
Upload Report
Review
Confirm
Workforce Utilization Report Wizard
Fill out the Workforce details below then press the "Continue" button to moving on.
Contract:
130560 - Woodruff - Alamo Avenue - 12459
Program Reported:
Non-Engineering Professional Services
Reporting Period:
FY 2016 Q1 (07/01/2015 - 09/30/2015)
Vendor:
Woodruff Construction
Step 5 of 6 (Review Workforce Report)
Job Category
African American Female
African American Male
African American Not Defined
African American Not Specified
Asian American Female
Asian American Male
Asian American Not Defined
Asian American Not Specified
Caucasian Female
Caucasian Male
Caucasian Not Defined
Caucasian Not Specified
Hispanic American Female
Hispanic American Male
Hispanic American Not Defined
Executives, Senior Officers, and Managers 0 1 0 0 0 0 0 0 1 2 0 0 1 0 0
Professionals 6 10 0 0 3 1 0 0 15 27 0 0 1 3 0
Laborers and Helpers 0 3 0 0 1 0 0 0 1 3 0 0 0 2 0
TOTAL 6 14 0 0 4 1 0 0 17 32 0 0 2 5 0
-- Select One --
<< Back to Upload Report


Caucasian Female
Caucasian Male
Caucasian Not Defined
Caucasian Not Specified
Hispanic American Female
Hispanic American Male
Hispanic American Not Defined
Hispanic American Not Specified
Native American Female
Native American Male
Native American Not Defined
Native American Not Specified
Total Delete Edit
1 2 0 0 1 0 0 0 0 0 0 0 5 Delete Edit
15 27 0 0 1 3 0 0 0 0 0 0 66 Delete Edit
1 3 0 0 0 2 0 0 0 0 0 0 10 Delete Edit
17 32 0 0 2 5 0 0 0 0 0 0 81
0 5 0 0 0 0 0 0 0 0 0 0 Add
Continue to Confirm >>

7. On the **Confirm** tab:
    a. Read the agreement.
    b. Click the acknowledgement box.
    c. Enter your full name.
    d. Click the **Submit** button.


Metropolitan St. Louis Sewer District
St. Louis MSD
Workforce Menu >> Confirm
Reporting Period
Goals
Upload Report
Review
Confirm
Company Search
Compliance Management
Labor Compliance
Administration
St Louis MSD News & Events
St Louis MSD Workshops
Workforce Utilization Report Wizard
Fill out the Workforce details below then press the "Continue" button to moving on.
Contract: 130560 - Woodruff - Alamo Avenue - 12459
Program Reported: Non-Engineering Professional Services
Reporting Period: FY 2016 Q1 (07/01/2015 - 09/30/2015)
Vendor: Woodruff Construction
Total Number of People 81
Status: Not accepted
Step 6 of 6 (Agreement)
PLEASE READ THIS AGREEMENT CAREFULLY.
I acknowledge reviewing the above message and wish to submit this report
Enter Your Full Name Here *:
Katlynn Woodruff
<< Back to Review
Submit

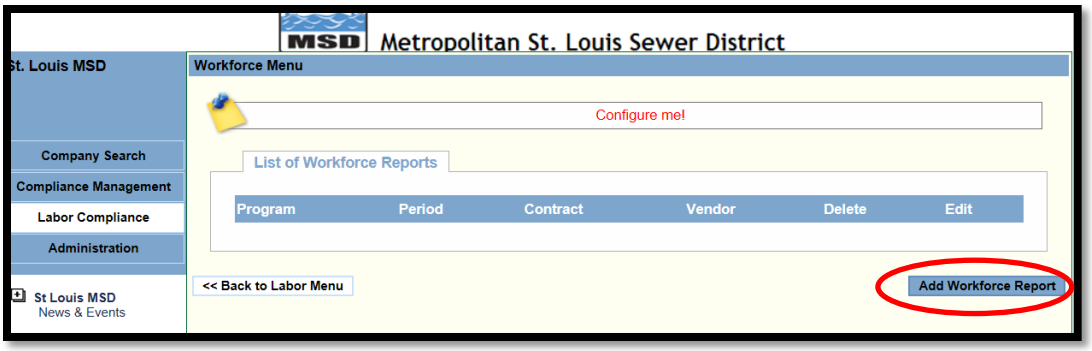
****Please Note:** The Reporting Period options are based off of MSD's Fiscal Year quarters. MSD's fiscal year begins on July 1st and ends on June 30th. Fiscal Year 2016 began on July 1, 2015, and will end on June 30, 2016. If you have any questions regarding your reporting period dates, please contact Katlynn Woodruff.

Importing Quarterly Workforce Utilization Reports

Quarterly Workforce Utilization Reports are required for each contract awarded that exceeds $500,000. These reports identify the number of people per job category, ethnicity, and gender.

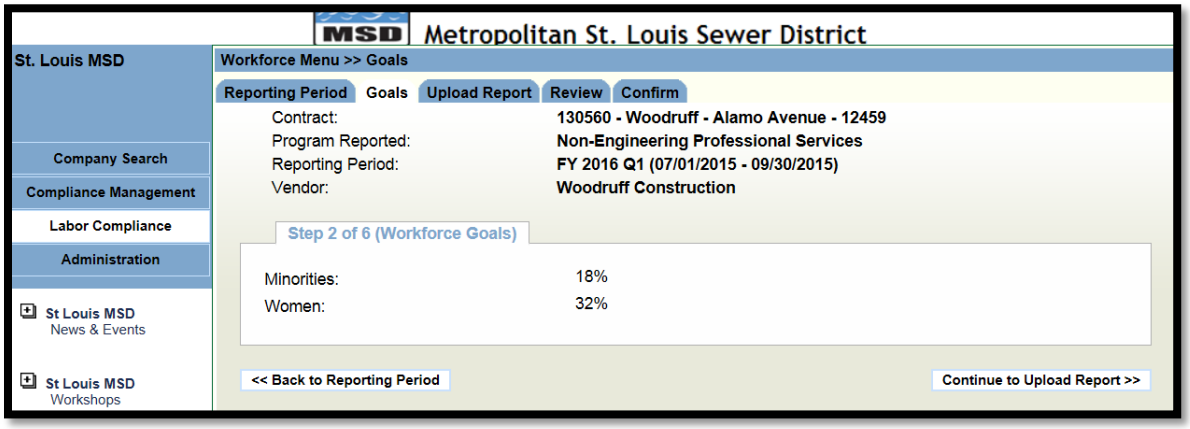
1. In the Labor Compliance Module, you will click the **Manage Workforce Reports** button.

2. Please click the **Add Workforce Report** button.

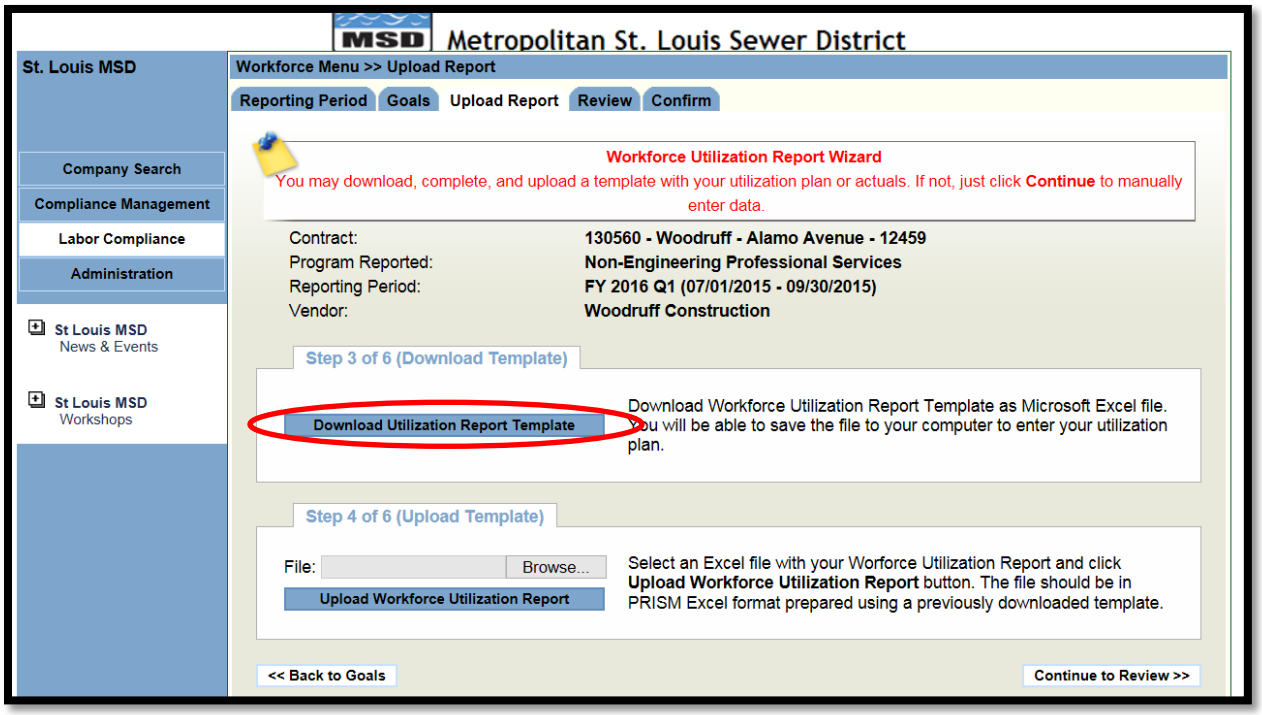


3. On the **Reporting Period** tab, you will enter the contract information for which you are reporting. Even if you are including subcontractor numbers, you will report those along with your numbers under the PRIME vendor. When finished, click the **Continue to Goals** button.

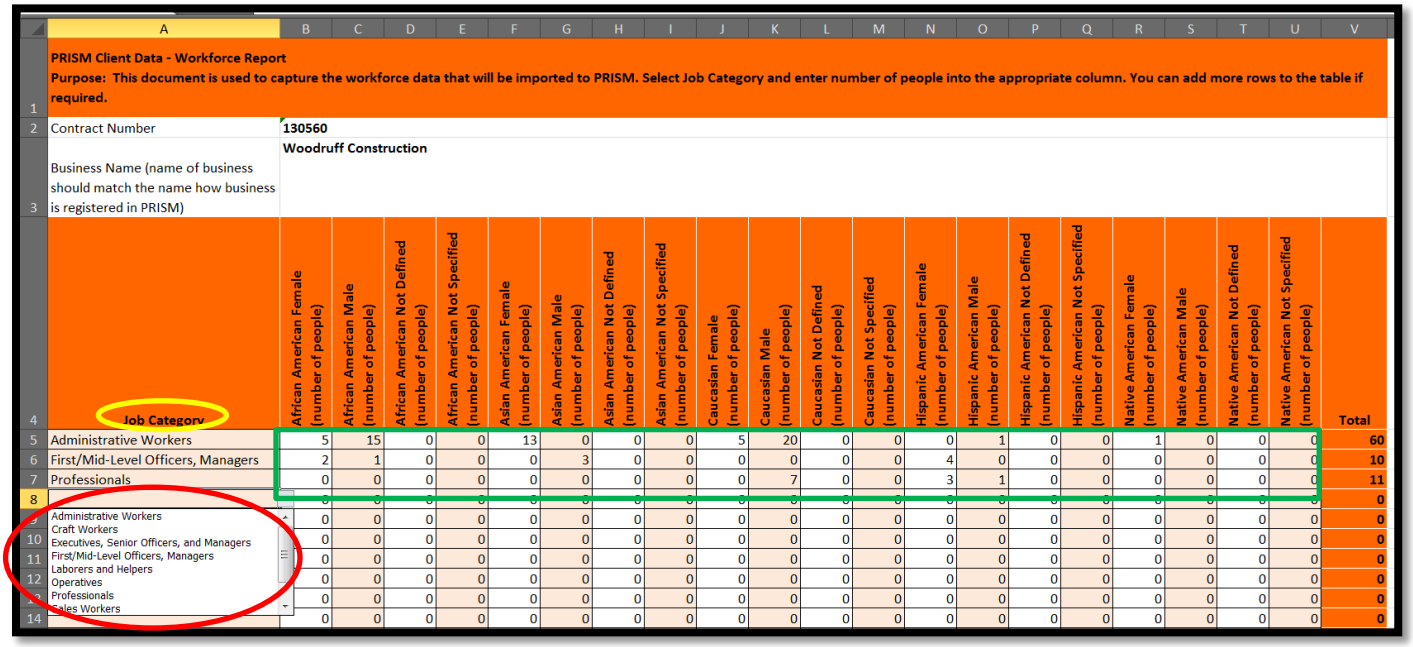
4. You will not perform any functions on the **Goals** tab. Simply click the **Continue to Upload Report** button.



5. Under the **Upload Report** tab, click the **Download Utilization Report Template** button. The template will open as an Excel Spreadsheet. Keep this window open and active while you complete the template because you will upload the completed template in this screen as well.


Metropolitan St. Louis Sewer District
St. Louis MSD
Workforce Menu >> Upload Report
Reporting Period
Goals
Upload Report
Review
Confirm
Workforce Utilization Report Wizard
You may download, complete, and upload a template with your utilization plan or actuals. If not, just click Continue to manually enter data.
Contract:
130560 - Woodruff - Alamo Avenue - 12459
Program Reported:
Non-Engineering Professional Services
Reporting Period:
FY 2016 Q1 (07/01/2015 - 09/30/2015)
Vendor:
Woodruff Construction
Company Search
Compliance Management
Labor Compliance
Administration
St Louis MSD
News & Events
St Louis MSD
Workshops
Step 3 of 6 (Download Template)
Download Utilization Report Template
Download Workforce Utilization Report Template as Microsoft Excel file. You will be able to save the file to your computer to enter your utilization plan.
Step 4 of 6 (Upload Template)
File:
Browse...
Upload Workforce Utilization Report
Select an Excel file with your Worforce Utilization Report and click Upload Workforce Utilization Report button. The file should be in PRISM Excel format prepared using a previously downloaded template.
<< Back to Goals
Continue to Review >>

6. The template will automatiaclly include the Contract Number (Not-Project Number) for which you are reporting as well as your company name.
    a. The **Job Category** field has a dropdown arrow function. Simply click that arrow and select the appropriate job category.
    b. After you have selected the **Job Category**, go across the row and enter the number of people who apply to each **Gender/Ethnicty** category. Remember, you are reporting for your firm as well as any subcontractor firms working on this project.
    c. Continue adding **Job Categories** and the accomanying **Gender/Ethnicity** workforce information until the report is complete.
    d. Save the report so that you may upload the completed report into PRISM.



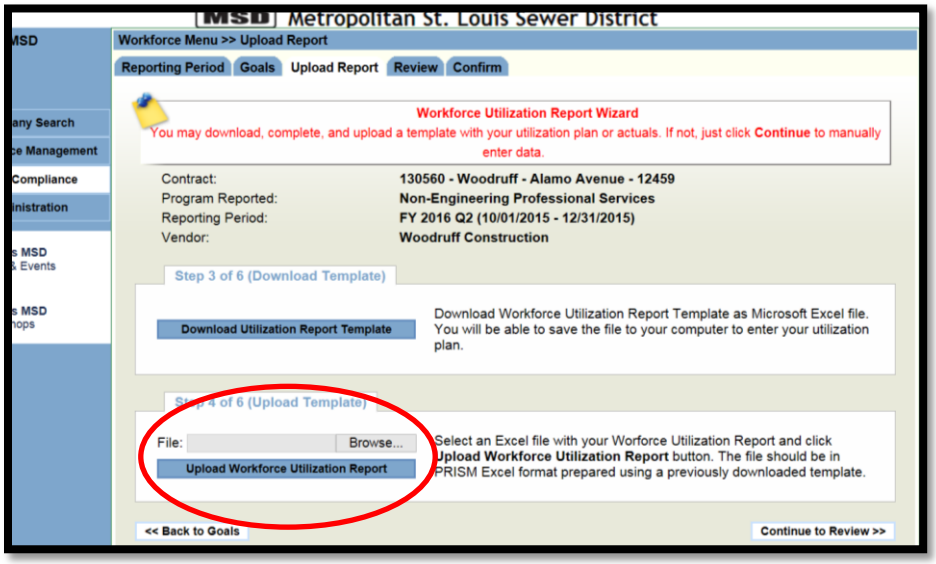
PRISM Client Data - Workforce Report
Purpose: This document is used to capture the workforce data that will be imported to PRISM. Select Job Category and enter number of people into the appropriate column. You can add more rows to the table if required.

Contract Number	130560
Business Name (name of business should match the name how business is registered in PRISM)	Woodruff Construction

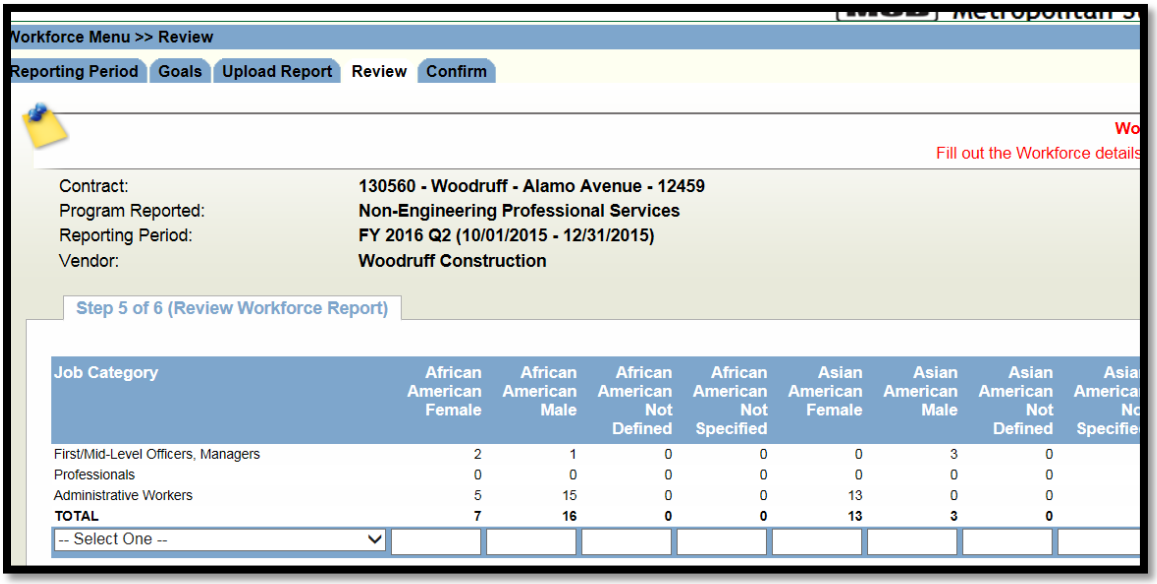
Job Category	African American Female (number of people)	African American Male (number of people)	African American Not Defined (number of people)	African American Not Specified (number of people)	Asian American Female (number of people)	Asian American Male (number of people)	Asian American Not Defined (number of people)	Asian American Not Specified (number of people)	Caucasian Female (number of people)	Caucasian Male (number of people)	Caucasian Not Defined (number of people)	Caucasian Not Specified (number of people)	Hispanic American Female (number of people)	Hispanic American Male (number of people)	Hispanic American Not Defined (number of people)	Hispanic American Not Specified (number of people)	Native American Female (number of people)	Native American Male (number of people)	Native American Not Defined (number of people)	Native American Not Specified (number of people)	Total
Administrative Workers	5	15	0	0	13	0	0	0	5	20	0	0	0	1	0	0	1	0	0	0	60
First/Mid-Level Officers, Managers	2	1	0	0	0	3	0	0	0	0	0	0	4	0	0	0	0	0	0	0	10
Professionals	0	0	0	0	0	0	0	0	0	7	0	0	3	1	0	0	0	0	0	0	11
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Administrative Workers
Craft Workers
Executives, Senior Officers, and Managers
First/Mid-Level Officers, Managers
Laborers and Helpers
Operatives
Professionals
Sales Workers

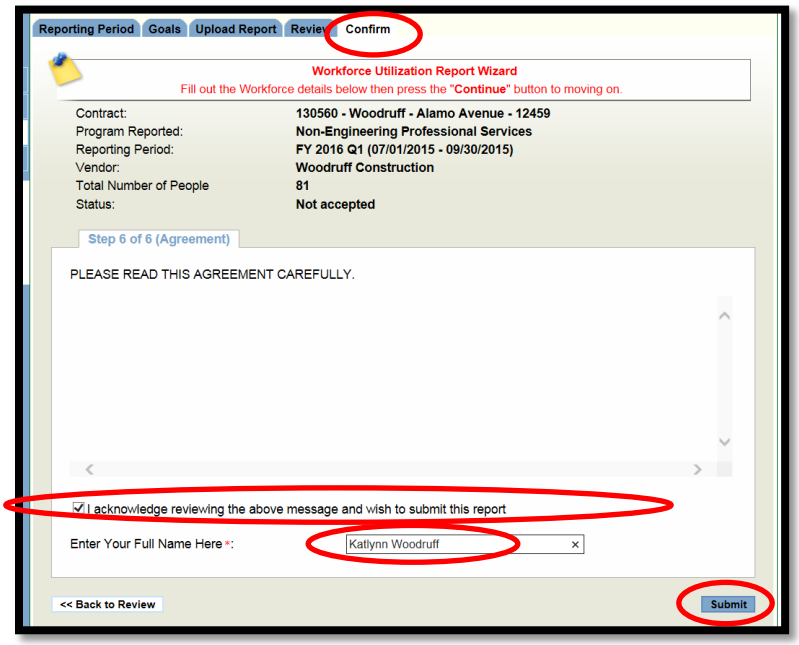
7. Back in the PRISM portal, click the **Browse** button, search for your saved template, and select that template.
8. Click the **Upload Workforce Utilization Report** button. You will be notified when the upload is complete.
9. Click the **Continue to Review** button.



10. Please review the Workforce information on the review tab to ensure everything is accurate. If satisfied, click the **Continue to Confirm** button (not pictured below).



7. On the **Confirm** tab:
    a. Read the agreement.
    b. Click the acknowledgement box.
    c. Enter your full name.
    d. Click the **Submit** button.



8. **Please Note:** Using the import method may make this process more efficient. After the initial import - you can simply access the saved spreadsheet on your computer from the previous quarter, make any necessary changes if needed, re-save the spreadsheet, and then upload the spreadsheet into PRISM.

ADDITIONAL NOTES FOR PRISM USERS

- To view PRISM's Vendor Tutorials, please visit https://stage.prismcompliance.com/etc/vendortutorials.htm
- This PRISM Manual will be updated as necessary, and the new version will be sent out immediately. If you locate an errors within this manual, please notify Katlynn Woodruff.
- **Please Note:** The Reporting Period options for Workforce Reporting are based off of MSD's Fiscal Year quarters. MSD's fiscal year begins on July 1st and ends on June 30th. Fiscal Year 2016 began on July 1, 2015, and will end on June 30, 2016. If you have any questions regarding your reporting period dates, please contact Katlynn Woodruff.
- At this moment, no e-mail notifications are active. MSD will be performing manual validation checks on the 11th of each month to ensure all reporting is up-to-date.
- We are requesting that each Prime submit quarterly Workforce Utilization Reports as required by the PRISM Software.
- Please remember, a large portion of this manual involves initial setup information. Once you have completed these setup initiatives, you will simply be responsible for the maintenance of your account as well as reporting.
- PRISM can be accessed from any computer that has internet access.
- Please direct all questions to Katlynn Woodruff via email (kwoodruff@stlmsd.com) or via telephone (314-768-6216).